



## College of Veterinarians of British Columbia

# *Temporary Practice Facility Accreditation Committee Policy during COVID Pandemic: Remote/Virtual Practice Facility Inspections*

Approved by Council on April 24, 2020

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### **Purpose**

Due to the COVID-19 pandemic, the CVBC has suspended all on-site practice facility inspections until further notice, effective March 18, 2020. It is uncertain when the CVBC will be able to resume normal activities. This creates a barrier to designated registrants receiving provisional approval to operate new practice facilities and extends even to existing practice facilities that are relocating which would cause a disruption of service to existing clients.

The Practice Facility Accreditation Committee (PFAC) has reviewed the Accreditation bylaws (Part 3) and has concluded that it is reasonable for the CVBC to implement virtual physical inspections of new practice facilities, supported by material submissions, as a temporary measure until the resolution of the present pandemic crisis.

### **Policy**

The Practice Facility Accreditation Committee will consider applications for provisional accreditation of new practice facilities where the steps to initial accreditation [established in s. 3.11 of the bylaws] have been completed and a physical inspection has been conducted virtually by CVBC inspectors, until it is possible for an on-site inspection to be performed.

- A. Before a virtual inspection will be performed, the Designated Registrant must submit a complete application for practice facility accreditation to the CVBC office, and supplement the standard materials with any supporting documents and information that the inspector requires to form a complete assessment of the practice facility's compliance with the Accreditation Standards (see Appendix A).
- B. The virtual inspection will be scheduled by the office and conducted by a CVBC Practice Facility Inspector via live video feed with the Designated Registrant.
- C. Following the review of all materials and information (including that gathered during the virtual inspection), the Inspector will prepare a report for PFAC that will be circulated to the PFAC's Panel for a decision to grant Provisional Approval to Operate, pursuant to s. 3.12 and 3.16 of the bylaws.
- D. If satisfied that the Accreditation Standards have been met, Provisional Approval to Operate will be granted pending a final accreditation decision by PFAC, which cannot happen until:

*Policy adopted by Practice Facility Accreditation Committee on April 23, 2020.*

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1. Completion of an on-site inspection after COVID-related restrictions have been lifted<sup>1</sup>; and
2. Demonstration that all deficiencies identified during the virtual and on-site inspections have been corrected.

*This policy will be retired by the Practice Facility Accreditation Committee upon resolution of the COVID-19 related state of emergency declared by the Provincial Government and the CVBC's ability to resume in-person inspections.*

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<sup>1</sup> An on-site inspection will be scheduled by the CVBC office at the earliest opportunity following resumption of normal operations, with consideration for inspector availability and practical coordination of all required inspections for maximum efficiency

## APPENDIX A

An application for a new practice facility must include (but is not necessarily limited to):

- Completed Practice Facility Name Approval Application process (approval by CVBC and registry with BC Registry Services)
- Application for Accreditation Form and Fee<sup>2</sup>
- Designated Registrant Appointment Form (all applications to the CVBC must be made by the Designated Registrant)
- Completed Self Assessment Form for declared scope of practice
- Any applicable municipal permits (business license, occupation permit, other)
- Payment of the ‘Initial Inspection of a Practice Facility for an Accreditation Decision Fee’
- Proof of Premise and Professional Malpractice/Liability Insurance
- If scope of services includes diagnostic imaging, must submit (for each piece of equipment that uses ionizing radiation):
  - Certificate of Safety
  - Complete Survey Report from the Radiation Protection Surveyor
  - Shielding Assessment
- Photos of:
  - The facility – full-room photos for each room/space; the inspector may request further photos. The purpose of these photos is to provide perspective and a general layout, and to demonstrate that the facility is in a state of readiness for operation
  - Equipment and supplies to demonstrate the applicable Accreditation Standards are met

\*\*NOTE: an unaccredited facility must not have any prescription or controlled drugs in stock; however, non-prescription products and general equipment and supplies can be acquired through wholesalers prior to accreditation (the CVBC will confirm a pending practice facility’s information to a wholesaler, once we have received an application for accreditation)
- Floor plan of the facility to help the inspector orientate for the video walk-through
- Sample templates of logs to be used:
  - Xray Logs
  - Controlled Drug Logs – dispensing logs, inventory log, audit tracker
  - Surgery/Anesthesia Log

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<sup>2</sup> CVBC Fees are established in Schedule C of the Bylaws – Prescribed Fees and Assessments